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5 JUL 1978

MEMORANDUM FOR: Deputy Director of Central Intelligence

FROM : Chairman, Senior Secretarial Career Service Panel (SSCSP)

VIA : Chairman, E Career Service Board *GT 6* JUL 1978

SUBJECT : Panel Progress — Request for Meeting

REFERENCE : Memo to Multi firm DDCI, dtd 13 April 78, Subject:  
Establishment of Career Service Panels for the Career  
Management of Secretarial and Clerical Personnel (AIUO)

1. (AIUO) Since its appointment on 10 May, the Panel has met weekly to:

- reason out a best approach for undertaking its responsibilities;
- draft Panel policy and procedures for E Career Service Board approval;
- establish criteria for applying sound judgment in ranking secretarial/clerical personnel; and
- iron-out wrinkles before full implementation of the Agency's new personnel management system on 1 October 1978.

2. (AIUO) So far, the Panel has progressed in several areas, for example:

- The E Career Service Board has approved Panel interim policy and procedures for immediate implementation--see attached.
- DCI Area offices have been notified that the Panel is ready to function; inputs from offices have been requested, e.g., position vacancies, planned vacancies, promotion recommendations, etc.
- Criteria have been formulated to begin competitive evaluation of secretarial/clerical personnel (CS-08 and above).

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--- Meetings have been held with RMS and CTS--neither Staff is currently represented on the Panel, yet, together these Staffs employ 40 percent of our upper-level secretarial/clerical personnel. The question at hand is whether or not [ ] will offer a separate career service designation for RMS secretarial/clerical positions. [ ] has indicated a willingness to keep such positions in the CTS with the E Career Service. Decision is imminent.

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— The Panel is establishing contact with other directorate panels and the Secretarial/Clerical MAG to begin a flow of advice, counsel, and information exchange.

3. (AIUO) We know that you are fully aware of at least one pervasive problem which, at the moment, is blunting secretarial/clerical enthusiasm regarding improved career opportunity. Another fundamental problem of "equity" needs to be resolved: that is, secretary and clerical eligibility for job advancement is restricted to same grade level or one grade level below while other Agency personnel are permitted eligibility at two grade levels below. This should be resolved soonest. The Panel requests your counsel on this growing issue. Our recommendation is for uniform policy for all personnel; we favor eligibility at two grade levels below because we believe it will encourage better competitive performance, broader career opportunity, and hopefully, a better selection of candidates for job vacancies.

4. (AIUO) There are a number of lesser problems and questions--largely procedural--to be resolved by the Panel. These are best left to the Panel to work out by developing its experience. In this regard, I want to assure you that the Panel is putting forth a positive effort to develop an approach to its task that pivots not only on raising the career potential and job equity of our secretarial/clerical personnel but also to assure the highest standard of secretarial/clerical performance in all offices served by the E Career Service.

5. (AIUO) The Panel would appreciate a brief meeting at your earliest convenience to share with you our findings, exchange some ideas, and seek your counsel.

15/  
[ ] Chairman  
Senior Secretarial Career Service Panel

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Attachment:  
As stated

cc: ✓ D/Pers w/o/att